

March 2018



CALTRANS **MODE SHARE** ACTION PLAN 1.0

Implementing Goal 3 of the Department's
2015-2020 Strategic Management Plan



THIS PAGE INTENTIONALLY LEFT BLANK

INTRODUCTION

The Caltrans Mode Share Action Plan is a document to guide staff work. It lists high-priority actions for Caltrans divisions that will support our effort to triple bicycle trips, double pedestrian trips, and double transit usage in California over the next two years — targets within Goal 3 (Sustainability, Livability, and Economy) of the Caltrans Strategic Management Plan (SMP) 2015-2020. The document incorporates input from external groups through their contributions to the development of the SMP and the California Statewide Bicycle & Pedestrian Plan: Toward an Active California.

The Mode Share Action Plan is divided into six categories of actions:

1. [Funding and Projects](#)
2. [Training](#)
3. [Standards and Guidance](#)
4. [Planning and Research](#)
5. [Data Collection and Evaluation](#)
6. [Communication and Promotion](#)

The tables that follow outline each category of actions and contain deliverables for defined sub-tasks; completion dates; staff leads; supporting divisions and stakeholders; related actions in other state plans, such as the California Statewide Bicycle & Pedestrian Plan, the 2018 California Rail Plan, and the Statewide Transit Strategic Plan (pending completion); and performance metrics to measure the effectiveness of each sub-task.

The Caltrans Mode Share Action Plan is a product of collaboration between the Sustainability Program and the divisions of Transportation Planning, Traffic Operations, Design, Local Assistance, and Rail & Mass Transportation. These divisions, along with the Department's programs and districts, will implement the Plan in partnership with the Sustainability Program and through the guidance of the Caltrans Goal 3 Sponsors' Team.

Sustainability Program contacts:

Ellen Greenberg, Deputy Director of Sustainability
Jeanie Ward-Waller, Sustainability Program Manager
Christopher Arns, Sustainability Program Analyst

SUMMARY OF ACTIONS

	Task
1. Funding and Projects	1.1: Recommend and clarify guidance to Caltrans districts on SHOPP-eligible active transportation facilities
	1.2: Award and manage \$25M/year Sustainable Communities Planning Grant Program (SCPG) to support local and regional active transportation planning
	1.3: Deliver Active Transportation Program (ATP) project delivery support and technical assistance
	1.4: Complete and release Pedestrian Safety Improvement Program
	1.5: Complete and release Bicycle Safety Improvement Program
	1.6: Leverage state funding sources to deliver 2022 State Rail Plan projects
2. Training	2.1: Develop training for district staff on Complete Streets Elements Toolbox & Selection Guidance
	2.2: Develop and deploy pedestrian safety training (basic and advanced)
	2.3: Develop and deploy bicycle safety training pilot (basic and advanced)
	2.4: Develop and deploy Planning and Design for Bicycle Transportation training
	2.5: Deliver ADA design training on DIB 82-06
	2.6: Deliver FHWA Focus Cities walk and bike training
	2.7: Establish Center of Excellence for Rail and Mass Transportation
	2.8: Establish Center of Excellence for Complete Streets
3. Standards & Guidance	3.1: Update Project Initiation Report (PIR) Guidance to reflect SB 1 complete streets provision
	3.2: Incorporate complete streets elements as primary or secondary assets in SHOPP
	3.3: Develop Complete Streets Toolbox & Selection Guidance
	3.4: Develop Pedestrian Safety Monitoring Program guidance
	3.5: Develop Bicycle Safety Monitoring Program guidance
	3.6: Pursue new methods for setting and enforcing speed limits
	3.7: Update Caltrans guidance documents for walk and bike facility design and design flexibility approach
	3.8: Develop station area guidelines
4. Planning & Research	4.1: Review and recommend Caltrans district ATP concept applications
	4.2: Proactively identify disadvantaged communities (DACs) without plans and support development of active transportation plans through ATP and SCPG
	4.3: Develop district-level active transportation plans
	4.4: Finalize Pedestrian & Bicycle Research Roadmap
	4.5: Implement State Rail Plan service planning
	4.6: Complete State Transit Strategic Plan
	4.7: Implement integrated ticketing
5. Data Collection & Evaluation	5.1: Develop cohesive strategy and methods to measure walk and bike volume counts
	5.2: Track/measure progress toward mode share targets
	5.3: Develop rail and transit ridership database
6. Communication and Promotion	6.1: Collaborate with and solicit input from stakeholders and partners through Caltrans external advisory committees
	6.2: Communicate our successes in advancing and promoting active transportation and transit
	6.3: Coordinate encouragement and engagement activities to promote walk, bike, and transit with Caltrans staff and partners
	6.4: Promote State Rail Plan implementation
	6.5: Promote commuter rail benefits
	6.6: Promote first/last mile access to rail planning

1. Funding and Projects

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
1.1: Recommend and clarify guidance to Caltrans districts on SHOPP-eligible active transportation facilities	1.1a: Convene stakeholder divisions and district discussions to clarify SHOPP eligibility for active transportation components and projects	Provide a recommendation to clarify SHOPP eligibility to Caltrans management	Spring 2018	Jeanie Ward-Waller – Sustainability	Design, DOTP, Asset Management, DTP, Project Delivery, districts, DLA		Number of projects that include meaningful active transportation improvements at each stage of project development and delivery
	1.1b: Update and resource PID review for complete streets facilities	Ongoing feedback to districts	Ongoing	Ann Mahaney – DOTP, Jeanie Ward-Waller – Sustainability	Districts		
	1.1c: Invest \$10M through 2018 SHOPP Minor B for complete streets projects	Include \$10M for Minor B complete streets projects in the 2018 SHOPP	Spring 2018	Ann Mahaney – DOTP	Districts	Toward an Active CA (E3.1, E3.2, E3.3)	Number of active transportation facilities funded through Minor B
1.2: Award and manage \$25M/year Sustainable Communities Planning Grant Program (SCPG) to support local and regional active transportation planning	1.2a: Update SCPG Program guidelines, manage and award grants for 2018 grant cycle	2018 guidelines and planning grant awards	December 2018	Erin Thompson – DOTP	MPOs/RTPAs		Local and regional agencies with comprehensive active transportation plans
1.3: Deliver Active Transportation Program (ATP) project delivery support and technical assistance	1.3a: Provide support for full allocation and delivery of ATP Cycle 1 grants	Final allocation requests submitted to CTC	March 2018	April Nitsos – DLA	Sustainability, CTC, CDPH		Project delivery rates and reports; before/after counts by project
	1.3b: Provide support to local agencies to submit on-time allocation requests to CTC for ATP cycles 2-4	Allocation requests for project phases submitted to CTC	Ongoing				
	1.3c: Receive project update and close out reports from local agencies	Project reports compiled by DLA and presented to CTC twice per year	Ongoing				
	1.3d: Delivery of non-infrastructure (NI) technical assistance through Active Transportation Resource Center (ATRC) and Dept. of Public Health (CDPH)	Webinars, resource materials, on-demand technical assistance and support to potential applicants and grantees	Ongoing	Emily Abrahams – DLA	CDPH		Number of agencies that receive technical assistance; success rate of NI applicants and grants
	1.3e: Deploy ATRC survey of technical assistance (TA) needs to local agencies	Survey data on local agency TA needs	Spring 2018				Feedback from local agencies

1. Funding and Projects (continued)

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
1.4: Complete and release Pedestrian Safety Improvement Program	1.4a: Release program to district traffic safety staff	Investigation recommendations	TBD	John Enschede/ Thomas Schriber – DTO	Local agencies, DTP, Design	Toward an Active CA (S3.1, S3.2)	Number and efficacy of safety improvements implemented
1.5: Complete and release Bicycle Safety Improvement Program	1.5a: Release program to district traffic safety staff	Investigation recommendations	TBD		Local agencies, DTP, Design	Toward an Active CA (S1.2, S3.1, S3.2)	Number and efficacy of safety improvements implemented
1.6: Leverage state funding sources to deliver 2022 State Rail Plan projects	1.6a: Delivery of Low Carbon Transit Operations Program	Fund transit projects that support the Rail Plan and Transit Plan goals	Ongoing	Amar Cid – DRMT		State Rail Plan, State Transit Strategic Plan	
	1.6b: Delivery of Transit and Intercity Rail Capital Program (TIRCP)	Award TIRCP applicants to further 2022 Rail Plan deliverables	May 2018	Ezekiel Castro – DRMT			

2. Training

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
2.1: Develop training for district staff on Complete Streets Elements Toolbox & Selection Guidance	2.1a: Develop Toolbox pilot training course	Pilot delivered	March 2018	Dustin Foster – DOTP	Design, DTO, Sustainability	Toward an Active CA (M1.2)	Embedded survey in Toolbox to measure use and effectiveness by Caltrans staff
	2.1b: Hold project planning sessions	3-5 sessions with other planning and design staff	May 2019		Design, DTO		
	2.1c: Hold district “roadshow” and project workshops	Training course delivered to all 12 districts	March 2019		Design, DTO in the districts		Survey in Toolbox; six-month follow up evaluation to measure use in project design
2.2: Develop and deploy pedestrian safety training (basic and advanced)	2.2a: Deploy to Traffic Operations staff in districts	Training course	Basic training: September 2017 advanced training: January 2017	Duper Tong/ Rachel Carpenter – DTO	If additional resources received to make this training permanent: DLA, DOTP, Design	Toward an Active CA (S1.2)	Student evaluation forms; pre/post-course assessment questions
2.3: Develop and deploy bicycle safety training pilot (basic and advanced)	2.3a: Deploy to districts	Training course	Advanced training: February 2018		If additional resources received to make this training permanent: DLA, DOTP, Design	Toward an Active CA (S1.2)	Student evaluation forms; pre/post-course assessment questions
2.4: Develop and deploy Planning and Design for Bicycle Transportation training	2.4a: Development of updated training from previous course, “Understanding Bicycle Transportation”	Completed development of training	February 2018	Emily Abrahams – DLA	Greg Balzer – Design	Toward an Active CA (M1.2, E1.2)	Post-training evaluation; number of attendees and agencies trained; six-month follow-up evaluation
	2.4b: Delivery in the districts for local agencies and district staff through CSUS/ATRC contract	Pilot session; eight (8) sessions conducted statewide	December 2018				
2.5: Deliver ADA design training on DIB 82-06	2.5a: Deliver training to district staff and local agencies	Updated DIB and completed training	2018, ongoing as needed	Rebecca Mowry – Design; district Design liaisons		Toward an Active CA (M1.2, M1.6)	Before and after training evaluations
2.6: Deliver FHWA Focus Cities walk and bike training	2.6a: Deliver customizable walk and bike training to local agencies in FHWA Focus Cities through ATRC	Seven (7) city staff and partners receive training	2018	Emily Abrahams – DLA			Post-training evaluation

2. Training (continued)

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
2.7: Establish Center of Excellence for Rail and Mass Transportation	2.7a: Identify subject areas to be cultivated as areas of expertise	Develop subject and technical experts in DRMT, including in station area design and land use/transportation coordination	July 2018	Kyle Grading – DRMT		State Rail Plan, State Transit Strategic Plan	
2.8: Establish Center of Excellence for Complete Streets	2.8a: Identify subject areas to be cultivated as areas of expertise	Develop subject and technical experts across Caltrans in design and implementation of complete streets	December 2018	Ellen Greenberg – Sustainability	Human Resources		

3. Standards & Guidance

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
3.1: Update Project Initiation Report (PIR) Guidance to reflect SB 1 complete streets provision	3.1a: Update PIR guidelines to reference SB 1 requirements for complete streets facilities on SHOPP projects	Updated PIR guidelines and training to districts	April 2018	Alyssa Begley – DOTP/Sustainability			Number of PIRs that include complete streets facilities or justify exemption
	3.1b: Develop waiver process to positively verify exclusion of complete streets in the PIR and SHOPP Tool	Updated SHOPP Tool	2018	DOTP/Sustainability			Number of complete streets facilities in 2020 SHOPP PIDs or verified exemption
3.2: Incorporate complete streets elements as primary or secondary assets in SHOPP	3.2a: Establish performance targets for complete streets elements in the SHOPP	Methodology in development with student assistant team	2020	Jessica Downing – DOTP	Sustainability, Asset Management		Performance and cost targets established for complete streets in Asset Management Plan
	3.2b: Establish cost targets for complete streets within the SHOPP program	Guidance to districts for 2020 SHOPP allocations for complete streets facilities	2020				
3.3: Develop Complete Streets Toolbox & Selection Guidance	3.3a: Respond to comments, revise, and post to Onramp website	Toolbox version 2.0	June 2018	Dustin Foster – DOTP		Toward an Active CA (M1.6)	Survey
	3.3b: Develop Toolbox version 3.0 with “quick guides”	Toolbox version 2.0	June 2018				Survey
3.4: Develop Pedestrian Safety Monitoring Program guidance	3.4a: Identify SHS locations for pedestrian safety investigations to be completed by district traffic safety staff	Memo, location list, and investigations	June 2018	Rachel Carpenter/ Duper Tong – DTO		Toward an Active CA (S1.2, S3.1, S3.2)	
	3.4b: Create instructions for district traffic safety staff when completing investigations	Instructions	June 2018				
	3.4c: Develop pedestrian safety countermeasure toolbox	Countermeasure toolbox guidance	June 2018				
3.5: Develop Bicycle Safety Monitoring Program guidance	3.5a: Identify SHS locations for bicycle safety investigations to be completed by district traffic safety staff	Memo, location list, and investigations	September 2018	Rachel Carpenter/ Duper Tong – DTO		Toward an Active CA (S1.2, S3.1, S3.2)	

3. Standards & Guidance (continued)

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
3.5: Develop Bicycle Safety Monitoring Program guidance (continued)	3.5b: Create instructions for district traffic safety staff when completing investigations	Instructions	June 2018	Rachel Carpenter/ Duper Tong – DTO		Toward an Active CA (S1.2, S3.1, S3.2)	
	3.5c: Develop bicycle safety countermeasure toolbox	Countermeasure toolbox guidance	March 2018	Rachel Carpenter/ Duper Tong – DTO; Ann Mahaney – DOTP			
3.6: Pursue new methods for setting and enforcing speed limits	3.6a: Convene working group with CHP, Caltrans, large cities to identify opportunities and new methods		2018	Kate White – CalSTA	Sustainability, Design, DTO, Legal	Toward an Active CA (S4.3, S4.4)	
3.7: Update Caltrans guidance documents for walk and bike facility design and design flexibility approach	3.7a: Update MUTCD	March 2018 update to include bike boxes	Ongoing	Vijay Talada/ Duper Tong – DTO			
	3.7b: Complete DIB 89-01 update on Class IV protected bikeway guidance	Posting updated DIB 89-01 online	March 2018	Rebecca Mowry – Design	DTO, Legal, FHWA		Feedback on use and effectiveness of guidance as needed
	3.7c: Develop Design Standard Decision Document to replace design exception fact sheet	Replace design exception factsheet in HDM and PDPM Ch. 21	June 2018	Antonette Clark, Gary Birch, David Cordova – Design			
	3.7d: Complete comprehensive research comparison of NACTO bike guide with Caltrans guidance	Evaluate results and update Caltrans guidance where necessary	June 2018	Antonette Clark – Design	DTO		
3.8: Develop station area guidelines		Statewide station area access guidelines	Summer 2019	Shannon Simonds – DRMT		State Rail Plan, State Transit Strategic Plan	

4. Planning & Research

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
4.1: Review and recommend Caltrans district ATP concept applications	4.1a: Districts are encouraged to submit ATP applications in Cycle 4 for standalone active transportation projects	District applications for ATP Cycle 4	June 2018	Anika Jesi – DOTP; districts	DLA, Sustainability		Number of successful standalone projects funded through ATP
4.2: Proactively identify disadvantaged communities (DACs) without plans and support development of active transportation plans through ATP and SCPG	4.2a: Assisting agencies that apply for planning grant funds to identify walk and bike facility needs, especially in DACs		Ongoing	Emily Abrahams – DLA; Erin Thompson – DOTP		Toward an Active CA (E1.1, E3.1)	Number of DACs that have comprehensive active transportation plan
	4.2b: DAC technical assistance contract through ATRC funded with Climate Investments	Targeted technical assistance provided to 3-5 disadvantaged communities	April 2019	Emily Abrahams – DLA; Monica Palmiera – Strategic Growth Council	CalSTA, Sustainability, CTC		Communities succeed in applying for grants to fund planning and project needs
	4.2c: Outreach through district active transportation (DLAT) plans to identify existing plans and DACs without plans	List of stakeholders in DLAT plans; work plan for DLAT plans implementation strategies	March 2020	Jessica Downing – DOTP	DLA, district staff provide support, RTPAs, MPOs, and DACs	Toward an Active CA (E1.3)	All districts have established communication (in writing) or work plans with RTPAs, MPOs, and DACs
	4.2d: Identify core network for active transportation on the local system in DACs in DLAT plans	List of projects in DLAT plans that support economic opportunity in DACs	March 2020		DLA, district staff provide implementation support, RTPAs, MPOs, and DACs	Toward an Active CA (E1.3, E2.2, E3.2)	Each district produces a list of projects that support economic opportunity in DACs
4.3: Develop district-level active transportation plans	4.3a: Develop a methodology for facility analysis considering user comfort and evaluation of traffic stress	Shapefiles and maps showing level of comfort on, across, or parallel to the SHS, with brief narrative analysis	March 2019	Jessica Downing – DOTP	DOTP System Planning (GIS), local/regional agencies	Toward an Active CA (M1.5)	Adoption by 9 out of 12 districts
	4.3b: Develop active transportation facility asset inventory	Shapefiles/maps of facilities on/across/parallel to the SHS, including condition ratings; SHOPP tool activity details as attributes	March 2019	Jessica Downing/districts – DOTP	DOTP System Planning (GIS), Asset Management, DTO, Maintenance, DLA, local/regional agencies	Toward an Active CA (M1.1, P2.1)	75 percent of all key routes selected for analysis are inventoried in each district
	4.3c: Complete district plans with prioritized project list with identified funding sources	12 district prioritized project lists based on funding availability	March 2020		System Planning (GIS), Asset Management, DTO, DLA, local/regional agencies	Toward an Active CA (S1.1, E2.1)	All districts have a prioritized project list (or draft project list)

4. Planning & Research (continued)

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
4.3: Develop district–level active transportation plans (continued)	4.3d: Complete network gap analysis of proposed facilities to remove barriers and provide access	Network gap analyses for all 12 districts	March 2019	Jessica Downing/districts – DOTP	System Planning, DLA, local/regional agencies	State Rail Plan, State Transit Plan, Toward an Active CA (S1.1, E2.1)	All districts have a network gap analysis completed
4.4: Finalize Pedestrian & Bicycle Research Roadmap	4.4a: Finalize research roadmap for priority walk and bike research needs	Completed research roadmap	March 2018	LaKeda Huckabay – DRISI	DLA, DOTP, Design, DTO	Toward an Active CA (M1.5, M6.3)	
	4.4b: Complete preliminary investigation (PI) for bicycle facility selection guidance	Completed PI	March 2018	Paul Moore – DLA	DRISI, DOTP, Design, DTO	Toward an Active CA (M1.5)	Adoption by DOTP
	4.4c: Develop next round of priority research proposals	New walk and bike research proposals	Ongoing	DOTP, DTO	DRISI, Sustainability	Toward an Active CA (M1.5, M6.3)	
4.5: Implement State Rail Plan service planning	4.5a: Conduct station area analysis — including analysis of first/last mile access	Station and station area inventories	Summer 2019	Shannon Simonds – DRMT		State Rail Plan, Toward an Active CA (M2.4, M3.4, M5.1)	
	4.5b: Explore pilot modeling best practices for first/last mile connections		Summer 2019			State Rail Plan, Toward an Active CA (M2.4, M3.4, M5.1)	
4.6: Complete State Transit Strategic Plan		Completed Transit Plan	2018	Kyle Gradinger/ Joshua Pulverman – DRMT	Sustainability	State Transit Strategic Plan, Toward an Active CA (M2.1, M2.2)	
4.7: Implement integrated ticketing	4.7a: Host International Integrated Ticketing Congress	Integrated Ticketing Congress	May 2018	Kyle Gradinger – DRMT		State Rail Plan, State Transit Strategic Plan	
	4.7b: Develop Integrated Ticketing Pilot Program	Regional Pilot Program	Summer 2019				

5. Data Collection and Evaluation

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
5.1: Develop cohesive strategy and methods to measure walk and bike volume counts	5.1a: Collaborate with SCAG on statewide count database through contract with Active Transportation Resource Center (ATRC)	Database and statewide count methodology	December 2020	Emily Abrahams – DLA	DOTP, local agencies	Toward an Active CA (M4.1)	Establishment of statewide standard; number of agencies using database; data points in database; use for ATP applications
	5.1b: Develop automated counter strategy and methodology	Short/long-term data strategy with vendor options, criteria for counts and counter locations, data management, etc.	Count guidance: December 2020	Brian Bulaya – DOTP	DLA, DTO, DRISI, MPOs, districts		Baseline counter inventory with time duration, maintenance, points of contact; count quality (criteria/accuracy)
	5.1c: Develop “big data” bike and pedestrian volumes strategy	Short/long-term strategy for statewide use of big data platform with network of automated counters	October 2019	Short-term: Brian Bulaya; long-term: Mohammad Assadi – DOTP	DTO, SACOG, UCD, ARB	Toward an Active CA (M4.2)	Work with SSTI, UCD or DRISI for independent assessments of big data outputs for Caltrans user requirements
5.2: Track/measure progress toward mode share targets	5.2a: Increase before and after project counts for all walk and bike projects	Statewide mode share data	December 2020	Jeanie Ward-Waller – Sustainability	DOTP	Toward an Active CA (E3.3, M4.1)	Statewide mode share demonstrating progress toward SMP objectives
5.3: Develop rail and transit ridership database		First version of database, identifying what data we should be collecting (i.e. access mode share at stations)	June 2018	Kyle Gradinger – DRMT		State Rail Plan, State Transit Strategic Plan	

6. Communication and Promotion

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
6.1: Collaborate with and solicit input from stakeholders and partners through Caltrans external advisory committees	6.1a: Reinvigorate Active Transportation and Livable Communities Committee to assist with implementation of Toward an Active CA	Plan for 2018 meeting agendas around major topics in Toward and Active CA	Ongoing	Anika Jesi – DOTP	Sustainability, Design, DLA, DTO		Increased attendance and engagement at 2018 ATLC meetings
	6.1b: Update structure of Bicycle Advisory Committee and recruit pedestrian representation	New charter and membership for walk and bike advisory committee	June 2018	Jeanie Ward-Waller – Sustainability	DLA		Diverse and inclusive membership representing users of all ages, abilities, and partner agencies
	6.1c: Solicit input from committee stakeholders on plan implementation and incorporate feedback		Ongoing	Anika Jesi – DOTP; Jeanie Ward-Waller – Sustainability	Design, DLA, DTO		Regular and productive input from updated committee
6.2: Communicate our successes in advancing and promoting active transportation and transit	6.2a: External and media outreach through Public Affairs	Periodic news releases and social media	Ongoing	Jeanie Ward-Waller – Sustainability	Public Affairs, DOTP, DLA, Design, DTO, DRMT		
	6.2b: Produce Mode Share Action Plan newsletters	Quarterly newsletters on Mode Share Action Plan progress	Ongoing				
	6.2c: Add Sustainability Priorities to Sustainability websites	Web pages with explanatory content related to Sustainability Priorities	April 2018	Christopher Arns – Sustainability			Increased awareness of active transportation and the Department's sustainability activities and priorities
6.3: Coordinate encouragement and engagement activities to promote walk, bike, and transit with Caltrans staff and partners	6.3a: Plan walk, bike, and transit promotional events during May is Bike Month and throughout the year	Monthly encouragement events at HQ	Ongoing	Jeanie Ward-Waller – Sustainability		Toward an Active CA (M6.1)	Engagement of staff, especially those new to bicycling and transit, in encouragement events
	6.3c: Promote and expand Bike Share programs for fleet and employee use	State Planning and Research project and report about potential for bike share use at HQ and districts	2019	Aileen Loe – D5 Planning, Jeanie Ward-Waller – Sustainability	DLA	Toward an Active CA (E1.3)	
	6.3d: Promote transit events	Promote national/regional events like "Dump the Pump" and "Spare the Air" days as a call to take transit	Ongoing	Shannon Simonds – DRMT	Sustainability, Public Affairs		
		Create/promote internal "Try Transit" month	2018		Sustainability, Public Affairs		

6. Communication and Promotion (continued)

Task	Sub-task	Deliverable	Completion date	Caltrans staff lead/division	Supporting divisions/agencies	Action identified in state plan	Performance metrics
6.4: Promote State Rail Plan implementation	6.4a: Promote new services and funding that help implement the Rail Plan	Press advertising events like the Rail Plan release, TIRCP award announcements, San Joaquin Early Morning Express service (May 7), Surfliner early morning service from Santa Barbara and others	Ongoing	Shannon Simonds – DRMT	Sustainability, Public Affairs	State Rail Plan	
6.5: Promote commuter rail benefits	6.5a: Engage partners to provide discounts or re-asses fare structure for commuters on intercity services	Plan to provide benefits to make commuting affordable on intercity rail	December 2018	Kyle Grading – DRMT		State Rail Plan, State Transit Strategic Plan	
6.6: Promote first/last mile access to rail planning		Distribute and communicate station area access guidelines to internal and external partners	December 2019	Shannon Simonds – DRMT		State Rail Plan, State Transit Strategic Plan	

ACRONYMS

ARB	California Air Resources Board
CalSTA	California State Transportation Agency
Caltrans	California Department of Transportation
CDPH	California Department of Public Health
CSUS	California State University, Sacramento
CTC	California Transportation Commission
DAC	Disadvantaged communities
DLA	Division of Local Assistance
Design	Division of Design
DRMT	Division of Rail & Mass Transportation
DOTP	Division of Transportation Planning
DRISI	Division of Research, Innovation and System Information
DTO	Division of Traffic Operations
DTP	Division of Transportation Programming
FHWA	Federal Highway Administration
MPOs	Metropolitan planning organizations
RTPA	Regional transportation planning agencies
SACOG	Sacramento Area Council of Governments
SSTI	State Smart Transportation Initiative
UCD	University of California, Davis